

# Site Plan Checklist

## *City of Franklin Department of Planning and Sustainability*

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1. Applicants shall contact the Planning Department to schedule a Preapplication Conference. Applicants will be advised of the details of the review procedures and the number of sets of the plans to be submitted to the Planning Department. It shall be the responsibility of the Applicant to become familiar with the regulations, policies, and procedures of the City. At the Preapplication Conference, the Applicant shall designate one (1) contact person to work with the City for the duration of the project. **THIS SHALL BE THE PERSON RESPONSIBLE FOR THE QUALITY AND ACCURACY OF THE PLANS.**
2. Contact the Franklin Department of Planning and Sustainability:  
PO Box 305 Franklin, TN 37065-0305 Telephone: (615) 791-3212  
Micah Wood, Planning Supervisor (615) 550-6732  
Emily Hunter, City Planner (615) 550-6739  
Donald Anthony, City Planner (615) 550-6734  
Jonathan Langley, Planning Supervisor (615) 550-6977
3. Contact the Franklin Engineering Department: Telephone: (615) 791-3218  
Dan Allen, Assistant Director of Engineering (615) 550-6675  
Tom Ingram, Engineering Supervisor (615) 550-6666  
Carl Baughman, Traffic Engineer (615) 550-6663  
Crystal Piper, Stormwater Coordinator (615) 550-6670
4. **SITE PLANS, WHICH DO NOT INCLUDE TREE PRESERVATION PLANS, STORMWATER MANAGEMENT PLANS, OR ANY OTHER ITEM OR PLAN SPECIFIED AS REQUIRED DURING THE PREAPPLICATION CONFERENCE, SHALL NOT BE ACCEPTED FOR REVIEW.**

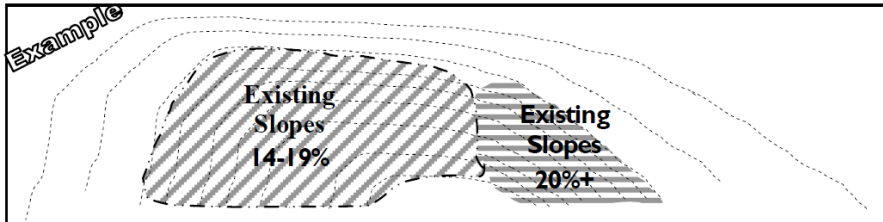
**PLANS WHICH ARE NOT SEALED, SIGNED AND DATED AS REQUIRED BY STATE LAW AND BY CITY ORDINANCE SHALL NOT BE ACCEPTED FOR REVIEW.**

Project Name: \_\_\_\_\_

COF # \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_ FMPC Date: \_\_\_\_\_

Address all items not marked with an 'X'. See the Checkprint for additional comments. Return this checklist with the checkprint.

The following checklist depicts the submittal requirements for the Site Plan process:

SITE PLAN CHECKLIST		
*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.		
**All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
<b>A. Preliminary Information</b>		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Signed & notarized Owner Affidavit (and Public Notice Affidavit, if applicable)	
4	Documentation on any modifications of standards granted with concept plan approval.	
5	Copy of the approved concept plan revised to meet conditions of approval, including the FMPC and BOMA conditions of approval on the plan. The date of the BOMA approval shall also be included.	
6	Fee (nonrefundable) NO SITE PLAN WILL BE REVIEWED UNTIL THE FEE IS PAID	
<b>B. General Information (Required on all applicable sheets of the submittal)</b>		
7	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
8	Date	
9	North Arrow and graphic scale	
10	Site Location / Vicinity Map	
11	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Business Name])	
12	City of Franklin Project number (to be assigned once initial submittal is made)	
13	Contact information for professional(s) preparing the plans (including email addresses)	
14	All plans sealed, signed and dated by Tennessee licensed professional(s)	
15	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain a adequate review by the City staff and the FMPC.	
<b>C. Existing Conditions Plan</b>		
16	Existing topography showing vertical intervals at two (2) feet, except that, in areas where existing slopes exceed ten (10) percent, contour intervals shall be ten (10) feet.	
17	Geologic formations, including: rock outcrops, cliffs, karst topography, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; and existing utility easements shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
18	<p>Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.</p> 	
19	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
20	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning Boundary, wetlands, and drainage basin where the site is located.	

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21	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show and label areas of existing vegetation with the % of canopy cover of each area.	
22	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.	
23	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.	
24	All base and overlay zoning districts including character areas within 500' of site	
25	Identify development area standards for the site and adjacent parcels (Traditional or Conventional)	
26	Names of all subdivisions and land owners owning lots adjacent to the site	
27	Existing land uses on the site and surrounding parcels within 500' of the site	
28	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
29	All historic properties within 500' of site	
30	Planned road network (including street names if available) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan). Street classification of each street within or adjacent to the development in accordance with intended use based on design, such as local, collector or arterial, which shall be shown within parentheses next to the existing and proposed street names, including total trip generation projected for the development	
31	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
32	Railroad infrastructure and rights-of-way	
33	All easements (including drainage) with dimensions and designation as to type	
34	Mineral rights (if held by parties other than the owner of record)	
35	Location and description (including date of construction and architectural style) of all historic structures or site features	
36	Location and caliper of all specimen trees	
37	Existing parking areas with number of parking spaces listed	

### E. Site Plan

38

Minimum and maximum setback or build-to lines (based on base zoning and overlay district classifications)

39

"Take Down" schedule, or table depicting how residential units or nonresidential floor space will be constructed and brought on line in multi-phase developments, see charts below (if applicable)

LAND USE DATA

(Insert Project Name)

Development	Approval Date	RX Zoned Acres	Single Family Dwelling Units	Multi-family Dwelling Units	Total Dwelling Units	Lot Numbers Of Buildable Units	Lot Numbers Of Open Space Lots	Remaining Acres	Remaining Dwellings
Concept Plan	1/30/01	1506	1548	600	2148	**	**	**	**
Section 1	4/18/01	18.22	48	0	48	1-48	49	1487.77	2100
Section 2	7/5/01	28.35	65	0	65	53-80, 100-136	82, 90, 95	1459.43	2035
Section 3	9/21/01	17.86	30	27	57	140-183	166	1441.57	1978

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Site Plan Checklist 4 Revised 8/15/13  
City of Franklin, Tennessee

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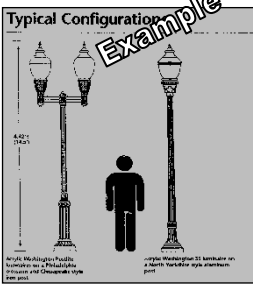
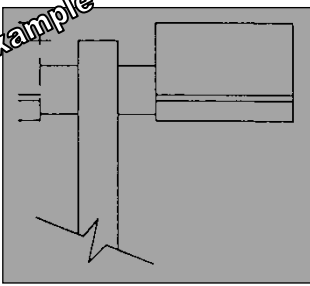
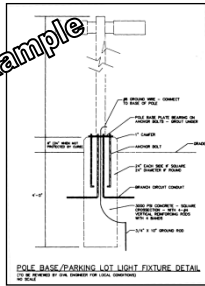
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68		<p>Open space resources, including phasing and designation of formal and informal areas. Whenever open space is required, the following items shall be shown and labeled with the square footage:</p> <ul style="list-style-type: none"> <li>(a) The limits of the area shall be clearly identified on the landscape plan and site layout, with any improvements clearly labeled.</li> <li>(b) Documentation shall be provided for any stormwater device counted toward open space requirements.</li> <li>(c) Details of the improvements, such as fountains, walls, public art, benches, etc. shall be provided.</li> <li>(d) The open space take down chart shall be provided on the site layout and landscape plan</li> </ul>																						
<b>H. Architectural Plan (required for all residential and non-residential site plans)</b>																								
69		<p>Building Elevations Required (meeting all applicable development standards in Section 5.3 of the FZO):</p> <ul style="list-style-type: none"> <li>• For attached residential/ multi-family buildings and all non-residential buildings, elevations shall be provided for all sides of the building(s) with a scale shown on the plan. The architectural elevations for all multifamily &amp; non-residential buildings shall be signed and sealed by a Registered Architect.</li> <li>• For detached residential/ single-family dwelling units, elevations of representative/typical units. In lieu of signed and sealed architectural elevations for detached residential units, the applicant shall submit the Detached Residential Affidavit.</li> </ul>																						
70		List of proposed exterior materials and color																						
71		<p>Description of the type of material(s) used on each façade elevation included in chart form with percentages of each material listed.</p> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="3">West/Cool Springs Boulevard Elevation</th> </tr> <tr> <th></th> <th>Surface Area</th> <th>Percent of Net*</th> </tr> </thead> <tbody> <tr> <td>Gross of Wall</td> <td>2,968</td> <td>N/A</td> </tr> <tr> <td>Net* of Wall</td> <td>2,743</td> <td>N/A</td> </tr> <tr> <td>Net* EIFS</td> <td>133</td> <td>4%</td> </tr> <tr> <td>Net* Brick</td> <td>1,734</td> <td>64%</td> </tr> <tr> <td>Net* Split-face Block (integrally stained)</td> <td>876</td> <td>32%</td> </tr> </tbody> </table> <p style="font-size: small;">* Excludes roof forms, windows, doors, awnings, and similar features.</p>	West/Cool Springs Boulevard Elevation				Surface Area	Percent of Net*	Gross of Wall	2,968	N/A	Net* of Wall	2,743	N/A	Net* EIFS	133	4%	Net* Brick	1,734	64%	Net* Split-face Block (integrally stained)	876	32%	
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72		Typical square footage of each dwelling unit type shown (for residential).																						
73		Materials board demonstrating material and color of all primary and accent building materials (if required by pre-application form)																						
74		<p>The location of any rooftop units shall be shown and labeled on the elevation(s), including the information in the box below and completed as applicable to this development.</p> <div style="text-align: center; margin: 10px 0;"> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>HVAC Units, cooling and/or mechanical units are located on the:</p> <p><input checked="" type="checkbox"/> Rooftop</p> <p><input type="checkbox"/> Ground</p> <p><input type="checkbox"/> None Provided</p> </div>																						
75		<p>A note shall be provided on each sheet of the elevation(s): "These elevations have been designed to meet the requirements of the City of Franklin's architectural design standards and the approval of the Planning Commission/City of Franklin. Changes shall not be made to the approved elevations unless approved by either the Codes Director or the Planning Commission.</p>																						

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76	Color Elevations, to be included with the Electronic Copy of the plans	
<b>I. Lighting Plan</b>		
77	Location, type, and height of all lighting (including street lights)	
78	<p>The following chart shall be provided on all Lighting Plan sheets:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>SITE LIGHTING DATA</b></p> <p>Development Standard: <i>Traditional or Conventional</i>  Land Use: <i>Residential or Nonresidential</i>  Zoning District: <i>General Commercial (GC)</i>  Height of Proposed/Existing Building:  Pole Height:  Pole/Fixture Color:  Color of Light:</p> <p>THIS LIGHTING PLAN HAS BEEN DESIGNED TO MEET THE CITY OF FRANKLIN STANDARDS AND THE APPROVAL OF THE PLANNING COMMISSION/CITY OF FRANKLIN. CHANGES SHALL NOT BE MADE TO THE APPROVED LIGHTING PLAN UNLESS APPROVED BY EITHER THE RELEVANT DEPARTMENT SUPERINTENDENT OR THE PLANNING COMMISSION.</p> </div>	
79	<p>Details on colors and materials for all lighting fixtures</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p><b>Typical Configuration</b></p>  <p><i>Example</i></p> </div> <div style="text-align: center;">  <p><i>Example</i></p> </div> <div style="text-align: center;">  <p><i>Example</i></p> </div> </div>	
80	Grid or photometric diagram showing maximum illumination values at grade and uniformity ratios to all boundaries of the development. Light intensity is to be measured in footcandles and shall be extended until 0.0 footcandles is maintained (for nonresidential only).	
81	Maximum illumination in parking lots and maximum illumination at property lines (for nonresidential and multi-family only)	
82	Clearly identified/labeled property lines	
83	The following note shall be included regarding the location of proposed lighting: "Street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."	
<b>J. Resubmittal</b>		
84	<p>Resubmittal: With resubmittal/second submittal to the City for DRT/FMPC review, 10 paper copies of the plan shall be submitted to the Planning Department (109 3<sup>rd</sup> Ave South, Suite 133, Franklin TN, 37064) and an electronic copy of the plan shall be uploaded to the City of Franklin Online Electronic Plan Review site:</p> <p><a href="http://franklin.contractorsplanroom.com/secure/">HTTP://FRANKLIN.CONTRACTORSPLANROOM.COM/SECURE/</a></p> <p><b>Failure to submit the paper copies &amp; to upload the PDF copy of the plan by 5pm on the Resubmittal Date of the Franklin Municipal Planning Commission / Administrative Meetings and Deadline Schedule shall result in this item not being placed on the Administrative or FMPC Agenda.</b></p>	

## SITE DATA CHART

PROJECT NAME:

PROJECT #:

SUBDIVISION:

LOT NUMBER:

ADDRESS:

CITY:

COUNTY:

STATE:

CIVIL DISTRICT:

EXISTING ZONING AND CHARACTER AREA OVERLAY:

OTHER APPLICABLE OVERLAYS:

APPLICABLE DEVELOPMENT STANDARD:

ACREAGE OF SITE:

SQUARE FOOTAGE OF SITE:

MINIMUM REQUIRED SETBACK LINES:

Yard fronting on any street:

Side yard:

Rear yard:

OWNER:

Address:

Phone No.:

Fax No.:

E-mail address:

Contact Name:

APPLICANT:

Address:

Phone No.:

Fax No.:

E-mail address:

Contact Name:

BUILDING SQUARE FOOTAGE:

BUILDING HEIGHT:

LANDSCAPE SURFACE RATIO:

MINIMUM LANDSCAPE SURFACE RATIO:

INCOMPATIBLE-USE BUFFER REQUIRED:

MINIMUM PARKING REQUIREMENT:

MAXIMUM PARKING LIMIT:

PARKING PROVIDED:

RESIDENTIAL DENSITY:

TREE CANOPY:

PARKLAND:

OPEN SPACE: